

**Housing Finance Authority of Leon County  
December 8, 2016  
Meeting Minutes**

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**MEMBERS PRESENT:** Mr. Mike Rogers, Chairman  
Mr. Thomas Lewis, Vice-Chairman  
Dr. Jeffrey Sharkey, Secretary  
Mr. Andrew Gay  
Ms. Marnie George  
Ms. Gail Milon  
Mr. Allen Stucks

**MEMBERS ABSENT:** None

**FINANCIAL ADVISOR:** Mr. Mark Hendrickson  
Ms. Susan Leigh

**STAFF PRESENT:** Mr. Shington Lamy, Director, Office of Human Services & Community Partnerships  
Mr. Lamarr Kemp, Director, Housing Services, HSCP  
Ms. Jennifer Sousa  
Ms. Niya Timmons-Lewis  
Mr. Dan Rigo, County Attorney's Office  
Ms. Mitzi McGhin, Leon County Real Estate  
Mr. Scott Ross, Director, Leon County Office of Financial Stewardship

**GUESTS PRESENT:** None

**Call to Order by Chairman Rogers**

With a quorum present, Chairman Rogers called the HFA meeting to order at 12:00 P.M.

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**Agenda Item #1**                      **Membership Roll Call.** Staff called the Membership Roll and attending members were Chairman Rogers, Vice-Chairman Lewis, Mr. Gay, Ms. George, and Mr. Stucks. Dr. Sharkey and Ms. Milon arrived after the Roll Call.

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**Agenda Item #2:**                      **Approval of the November 10, 2016, Agenda**

**Action Taken:** Chairman Rogers called for a motion for approval of the December 8 2016 Meeting Agenda. Mr. Stucks motioned to approve and it was 2<sup>nd</sup> by Ms. George. Motion passed unanimously.

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**Agenda Item #3:**                      **Approval of the November 10, 2016, Minutes**

**Action Taken:** Chairman Rogers called for a motion for approval of the November 10, 2016 Meeting Minutes. Mr. Stucks motioned to approve and it was 2<sup>nd</sup> by Mr. Gay. Motion passed unanimously.

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**Agenda Item #4: Public Comment**

**Action Taken:** No public comment.

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**Agenda Item #5A & 5B Financial Report**

Mr. Gay and Mr. Hendrickson presented a report on HFA finances. A discussion followed on the timing of financial reports and the required 7-day posting to the HFA's website of materials distributed to the Board at a meeting. Mr. Hendrickson noted that when a Board meeting fell early in the month, the 7-day requirement could not be met.

**Action Taken:** The Board directed Mr. Hendrickson to comply with the 7-day requirement, even if it resulted in financials being pushed back by one month.

Mr. Stucks motioned to accept the November 30, 2016 Financial Statement, and was 2<sup>nd</sup> by Mr. Gay. Motion passed unanimously.

The Board asked Mr. Gay and Mr. Hendrickson to recommend a policy for dealing with the timing issue at the January Board meeting.

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**Agenda Item #6A: Emergency Repair Program**

Mr. Kemp reported that the program had commitments utilizing all funding, but that no repairs had been closed out in the past month.

**Action Taken:** No Action Required.

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**Agenda Item #6B: Real Estate Activity**

Ms. McGhin presented an updated report on real estate sales and contracts. She reported that:

- 723 Frankie Lane Drive had sold for \$12,000, with \$11,300 net to the HFA
- 114 Osceola Street had sold for 434,1000, with \$33,077 net to the HFA
- 2109 Holton Street is under contract for \$6,500, with an anticipated December closing which would net the HFA \$5,800
- 278 Oakview Drive is under contract for \$27,300, with an anticipated January 2017 closing which would net the HFA \$26,500

**Mr. Hendrickson stated that the revised property spreadsheet would be emailed to Board members after the meeting.** Mr. Rigo stated that he anticipated additional properties to be added to the list in 2017.

Mr. Sharkey asked if the HFA could solicit lending institutions to make donations of property to the HFA. **Mr. Gay volunteered to provide contact information for lending institutions and to assist with the drafting of a letter to them.**

**Action Taken:** No Action Required.

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**Agenda Item #6C: Future Role of the HFA**

Mr. Hendrickson reported on the background and general status of the proposed changes to the HFA's ordinance that would give the HFA greater autonomy. He presented a chart which showed that virtually all local HFA's in Florida controlled their own budget, contracts, and staffing.

Mr. Rigo reported that an item was on the BOCC agenda for December 13 that would authorize a public hearing on the ordinance changes for the January 24, 2017 BOCC meeting. He explained that the Ordinance governing the HFA would essentially mirror the state statute, and would include only the minimally required items. Mr. Rigo then explained that an accompanying BOCC Resolution would be considered in February, which would have more of the detail on HFA structure and other items. He then explained the proposed Ordinance and Resolution in detail.

Mr. Rigo noted that the Resolution would provide a transition period for the HFA budget and finances, with the HFA still in the County system through September 30, 2017—with the HFA having the option, at its sole discretion—to adopt its own budget and financial system beginning October 1, 2017. Mr. Rigo stated that the Resolution also included a requirement for an annual report from the HFA to the BOCC.

Mr. Hendrickson noted that the HFA would need to have a transition plan for budget, finances, investments, audits, and procurement.

Dr. Sharkey asked County staff if they would still provide support to the HFA. Mr. Rigo and Mr. Lamy stated that they would continue to provide the same level of service. Mr. Rigo noted that the work related to the Real Estate Division was part of the County's adopted policy and procedures for disposition of properties designated for affordable housing.

Mr. Ross stated that the Office of Financial Stewardship did not charge the HFA for their services. **He stated that he would present an estimate of what the costs to his department related to HFA activities would be if charged.**

**Action Taken:** No Action Required.

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**Agenda Item #6D: "To-Do" List**

Mr. Hendrickson presented the "to-do" list..

**Action Taken:** No Action Required.

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**Agenda Item #7: New Business**

Mr. Kemp stated that the Board needed to consider approval of travel to the NALHFA and FLALHFA Conferences in 2017. **The Board asked Mr. Hendrickson to provide information on the two conferences at the January 2017 HFA meeting.**

**Action Taken:** No Action Required

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**Agenda Item # 8:                      Adjournment**

This meeting was adjourned at 12:58 P.M.

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Mike Rogers, Chairman

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Jeffrey Sharkey, Secretary      Date: